

**Payroll Dialog Minutes 2/7/07  
Council Chambers**

**DONATED TIME DO'S AND DON'TS**

**DO:**

- 1. Determine if employee meets criteria as defined in AO 6-12**
  - A. Medical reason for employee and/or his or her family—documented with a doctor's note
  - B. Employee has exhausted all available leave balances
  - C. Employee needs donated time for a minimum of two weeks after exhausting leave balances
  - D. Employee must be expected to return to work at some point in the future
- 2. Fill out “Request for Donation of Time to Ill Employee”**
  - A. Attending physician must sign and provide expected “return to work” date
  - B. Payroll clerk makes sure beginning and ending dates for the period to be covered are clearly spelled out
  - C. Department Director reviews and either approves or denies the request
  - D. Department forwards approved request form to City Manager for approval
  - E. Approved form is returned to the Department
  - F. Forward original approved form to Payroll on or before the first Payroll that donations are to be processed—keep a copy for your file
- 3. Get Donations**
  - A. Payroll clerks may advertise need for donations through emails or on Department's bulletin board
  - B. Contact City's Information Officer to do a Citywide email if not already requested by CMO
  - C. Donated time may be vacation, annual, comp, holiday, administrative leave (regular or supplemental)
  - D. Process donations in peril of being lost first—example: donating employee may lose vacation because they are at the max balance
- 4. Fill out “Donation of Time to Approved Employee” Excel Spreadsheet**
  - A. Template available at Payroll—ask Mary Jane for electronic file
  - B. Process donations as received—only process the amount needed for one payroll at a time—keep leftovers for next pay period
  - C. Submit completed spreadsheet with related donation slips attached to Payroll on Payroll Monday along with your other Payroll documents
  - D. Record employee's time in Kronos or Time and Labor as L01\_K initially
  - E. Use leave accruals at the beginning of the month as earned—if available and use HOL or H04/H05 if employee is on paid status (including donated time) at the end of his/her shift on the day prior to the holiday
  - F. Employee must have 40 hours donated time in the month to maintain City paid Health and Welfare Benefits.

**5. Make System corrections on or after Payday Friday (after Labor Distribution has been processed)**

- A. Do record-only adjustments in Time and Labor (Adjust Paid Time) from L01\_K to S01\_G to assist in determining if the employee may lose Monthly accruals (more than 80 hours LWOP per month causes employees to lose monthly accruals) and to ensure system information is correct

**6. Worker's Compensation considerations**

- A. If employee's medical leave is later attributed to be Worker's Comp, all S01\_G should be changed to injury in the Time and Labor and Payroll should be informed so that all donations may be returned to the donors.

**DON'T:**

**1. Don't leave donation timeframe unattended.**

- A. Donated time period needs to be specifically defined and monitored.
- B. If original approved timeframe has expired—Department Director and CMO need to approve an extension based on an updated doctor's note prior to processing of additional donated time—approval to be in writing

**2. Don't submit multiple pay periods on one spreadsheet**

- A. Payroll processes many requests for donated time per pay period and so respectfully requests that each spreadsheet be prepared for the current pay period only to prevent mistakes and to decrease processing time

**3. Don't pick and choose where to apply donated time**

- A. Example: an employee only receives 20 hours of donated time—do not post only to the day prior to the holiday in order to pay the employee for the holiday

**4. Don't discuss confidential nature of the employee's illness with others.**

**FINAL NOTE:**

AO 6-12 is in the process of being revised by Labor Relations—Payroll will let you know when that occurs. If you have any questions, please do not hesitate to call Mary Jane at X 7011.

**OJI Time – Yvonne**

- Overview provided of guidelines of OJI
- Handout provided for rules of each pay group and what Kronos/PSoft code should be used in posting.
- Employees that are on OJI on a Holiday need to have OJI posted not Holiday.

| <b>Paygroup</b>                            | <b>Authority</b>                                     | <b>Claim Approved?</b>   | <b>Kronos PayCode</b>         | <b>TL<br/>Code</b> | <b>Time &amp; Labor<br/>Description</b> | <b>Paycheck<br/>Code</b> |
|--|--|--|-------------------------------|--------------------|---|--------------------------|
| 01A, 02A, 03A,<br>06A, 07A<br>13A, AND 14A | MOU<br>Salary Reso, Page 20<br>AO 2-22<br>FMC 2-1515 | No - Post Leave (sick ok)  | OJI 76% Non-Tax Full shift    | J19                | OJI 76% Non-Tax Full shift              | J19                      |
|  |  | Yes - Post OJI Codes   | OJI 76% Non-Tax Partial shift | J20                | OJI 76% Non-Tax Partial shift           | J19                      |
|  |  | Max OJI 2080<br>TD or PS Status  |                               | J21                | OJI 24% Taxable Partial shift           | J20                      |
| 04A, 05A, 09A,<br>10A, 15A                 | MOU<br>AO 2-22<br>FMC 2-1515                         | No - Post Leave (sick ok)  | OJI 85% Non-Taxable           | J11                | OJI 85% Non-Taxable                     | J11                      |
|  |  | Yes - Post OJI Codes   | OJI 85% Non-Tax Partial shift | J12                | OJI 85% Non-Tax Partial shift           | J11                      |
|  |  | Max OJI 2080/2912<br>TD or PS Status   |                               | J13                | OJI 15%- Taxable Partial shift          | J12                      |
| 08B and PPTS                               | Salary Reso, Pages 15 & 16<br>MOU                    | Temps - No posting<br>PPTS<br>No - Post Leave (sick ok)<br>Yes - Member Leave or<br>LWOP | PAID THRU AARLA               |                    | PAID THRU AARLA                         |                          |